

MACOMB TOWNSHIP BOARD MEETING MINUTES
REGULAR MEETING HELD WEDNESDAY, NOVEMBER 14, 2001
AT 7:00 P.M.

LOCATION: MACOMB TOWNSHIP MEETING CHAMBERS
19925 TWENTY-THREE MILE ROAD
MACOMB, MICHIGAN 48042

PRESENT: JOHN D. BRENNAN, SUPERVISOR
NORMAN J. SNAY, CLERK
MARIE E. MALBURG, TREASURER

TRUSTEES: DINO F. BUCCI, JR.
JANET DUNN
KENNETH MEERSCHAERT, JR.
CHARLES OLIVER

Also in attendance Lawrence Dloski, Township Attorney
James Van Tiflin, Spalding DeDecker & Associates
(Attendance record on file with Clerk.)

ABSENT: NONE

CALL MEETING TO ORDER

Supervisor BRENNAN called the meeting to order at 7:00 P.M.

1. ROLL CALL.

Clerk SNAY called roll. All present

2. PLEDGE OF ALLEGIANCE

Clerk Snay introduced to the Board and Audience, Tim Zimmerman from Troop 149 who was attending the meeting in order to earn his Citizenship and Community Badge.

3. APPROVAL OF AGENDA ITEMS.

Additions:

- 37a. Request to Purchase Snowplow
- 37b. Request for Temporary Cement Batch Plant; John Carlo
- 41a. Request for Temporary part time help.
- 41b. Request authorization to pay Tax Bill printing.
- 41c. Change is Dog Licensing.

Tabled:

- 14. Rezoning Request; per the request of Boulder Construction, Petitioner.

Executive Session:

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43. Grand Sakwa v Macomb Township.

MOTION by BUCCI seconded by MALBURG to approve agenda as amended.

MOTION carried.

4. APPROVAL OF BILLS.

MOTION by MEERSCHAERT seconded by OLIVER to authorize payment of bills as submitted.

| | |
|-------------------------|---------------------------------------------------------------------|
| FOR THIS MOTION: | MEERSCHAERT, OLIVER, DUNN, BUCCI, SNAY, MALBURG, BRENNAN |
| OPPOSED: | NONE |
| ABSENT: | NONE |

MOTION carried.

5. APPROVAL OF MEETING MINUTES

MOTION by OLIVER seconded by MEERSCHAERT to approve minutes of October 24, 2001 as presented.

MOTION carried.

Supervisor BRENNAN abstained from voting, was not in attendance at the meeting of October 24, 2001.

6. Request Approval of Resolution Approving Amended Building Authority Contract Notice.

Supervisor BRENNAN introduced to the Board and Audience Mr. Dennis R. Neiman of Miller, Canfield, Paddock & Stone P.L.C.

Mr. Neiman reviewed the Resolution before the Board and stated that its purpose is only to change the years of maturity of the Building Authority Contract.

Public Portion: None

MOTION by DUNN seconded by OLIVER to Adopt the Resolution Approving the Amended Building Authority Contract Notice.

RESOLUTION APPROVING
AMENDED BUILDING AUTHORITY CONTRACT NOTICE

Township of Macomb
County of Macomb, State of Michigan

MACOMB TOWNSHIP BOARD MEETING MINUTES
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AT 7:00 P.M.

Minutes of a regular meeting of the Township Board of the Township of Macomb, County of Macomb, State of Michigan (the "Township"), held in said Township, on the 14th day of November, 2001, at 7:00 o'clock p.m., Eastern Standard Time.

PRESENT: **Members:** **John D. Brennan, Norman J. Snay, Marie Malburg, Dino F. Bucci Jr., Janet Dunn, Kenneth Meerschaert Jr., Charles Oliver.**

ABSENT: **Members:** **None**

The following preamble and resolution were offered by Member DUNN and supported by Member OLIVER:

WHEREAS, by Resolution dated February 14, 2001 (the "Resolution"), this Township Board approved the publication of a Notice of Intent to enter into Tax Supported Contract of Lease for the Recreational Projects (defined herein) in the amount of not to exceed \$18,000,000; and

WHEREAS, the Notice of Intent was published on February 17, 2001 and the statutory referendum period passed without a petition for referendum being filed with the Township Clerk; and

WHEREAS, as part of the Macomb Township Building Authority's \$10,000,000 2001 Building Authority Recreation and Refunding Bonds, the Authority issued \$2,600,000 in bonds pursuant to the Contract, which bonds matured in the years 2006 to 2027, inclusive; and

WHEREAS, the Notice of Intent Resolution adopted by the Township Board provided for the bonds to be issued under the Contract to mature serially in not more than 22 annual installments; and

WHEREAS, it is the desire of the Township Board to have the Authority issue subsequent series of bonds under the Contract for the Recreational Projects (as defined herein); and

WHEREAS, it is deemed necessary and appropriate to provide for an Amended Building Authority Contract Notice to increase the number of annual installments on the bonds to be issued under the Contract, as amended from 22 to 27; and

WHEREAS, there still exists in and for the Township an imperative need to acquire, construct, furnish and equip a new Community Recreation Center, together with development and equipping of a public park, with site and parking improvements and all appurtenances and attachments therefore (the "Recreational Projects"); and

WHEREAS, this Township Board has determined, and does hereby reaffirm, that it is still necessary for the public health, safety and welfare of the Township to acquire and construct the Recreational Projects for the use of the Township; and

WHEREAS, Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended, provides through the procedures of building authority financing a means for the acquisition, construction and financing of the Recreational Projects; and

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WHEREAS, the Township, in accordance with the provisions of said Act 31, as amended, has previously adopted Articles of Incorporation and has established the Macomb Township Building Authority (the "Authority"), with full powers to acquire and construct the Recreational Projects; and

WHEREAS, this Township Board determines it to still be in the best interest of the Township to acquire, construct and finance the Recreational Projects through the Authority in accordance with the provisions of said Act 31, as amended; and

WHEREAS, the Authority has previously issued \$2,600,000 of bonds pursuant to the Limited Tax Full Faith and Credit General Obligation Contract of Lease between the Authority and the Township dated as of February 28, 2001 (the "Contract"); and

WHEREAS, as Amended Contract between the Township and the Authority providing for the acquisition, construction and financing of the remaining Recreational Projects and such matters as are deemed necessary thereto is in the process of being prepared, with the bonds to be issued in one or more series as shall be determined by the Township Board; and

WHEREAS, this Township Board is desirous of publishing an Amended Notice of Intention of Entering into Contract of Lease so as to begin the statutory referendum period with respect to the increased number of annual maturity installments on the bonds; and

WHEREAS, prior to issuance of the bonds by the Authority, the Authority and the Township must either receive prior approval of such obligation from the Michigan Department of Treasury or receive an order of exception from prior approval.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board hereby again determines it to be necessary for the public health, safety and welfare of the Township to acquire, construct, furnish and equip the Recreational Projects for the use of the Township.
2. This Township Board again deems it to be in the best interest of the Township to finance all or part of the cost of acquiring and constructing the Recreational Projects through the Authority in accordance with the provisions of the aforesaid Act 31, as amended, in the amount of not to exceed Eighteen Million Dollars (\$18,000,000) with the remaining portion of the cost, if any, of the Recreational Projects being defrayed from Township funds on hand and legally available for such use; it being recognized that the Authority has already issued \$2,600,000 in bonds from such \$18,000,000 authorization.
3. The Amended Notice of Intention of Entering into Contract of Lease as hereto attached shall be published in the *Macomb Daily*, a newspaper of general circulation in the Township, promptly upon adoption of this resolution, said Amended Notice to appear as a display advertisement at least one-quarter (1/4) page in size.
4. The Township Board does hereby determine that the designated newspaper is the newspaper circulating in the Township which reaches the largest number of persons to whom the aforesaid Amended Notice is directed and that publication of the aforesaid Amended Notice in the designated newspaper represents the most practical and feasible means of informing the

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taxpayers and electors of the Township of the Recreational Projects and the financing thereof. A copy of the Amended Contract shall be placed on file in the office of the Township Clerk and shall be available for public examination no later than 30 days from the date of publication of said Notice of Intent.

5. The Supervisor, Clerk, and Treasurer are each authorized to notify the Department of Treasury of the Township's intent to pledge its limited tax full faith and credit to the bonds described in the preamble to this resolution, to pay the required filing fee and to request an order providing an exception for the bonds from prior approval by the Department of Treasury and to apply for any related waivers, or to request prior approval of the bonds if the exception from prior approval is not available.

6. All resolutions and parts of resolutions insofar as the same conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members: DUNN, OLIVER, MEERSCHART, BUCCI, MALBURG, SNAY, BRENNAN.

NAYS: Members: NONE

RESOLUTION DECLARED ADOPTED.

MOTION carried.

Norman J. Snay
Township Clerk

7. Public Comments (Non Agenda items only – 3 minutes time limit)

None

PUBLIC HEARING:

8. Request to Adopt Resolution; Special Assessment District Street Lighting; Cornerstone Village Subdivision Phases 1-5.

Public Hearing began at 7:08 p.m.

Supervisor BRENNAN reviewed the cost estimate submitted by Detroit Edison which stated the financial obligations of the developer and homeowners.

Petitioner Present: Paul Aragona

Public discussion was held regarding the developer being responsible for the installation of the street lighting and its need for safety reasons.

Public Hearing closed at 7:16 p.m.

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Board discussion was held regarding the number of lots currently owned by the Developer.

MOTION by OLIVER seconded by MEERSCHAERT to adopt the Amended Resolution to create the Special Assessment District; Street Lighting for Cornerstone Village Subdivision Phases 1-5.

SAD, Street Lighting Cornerstone Village Subdivision Phases 1-5

**RESOLUTION ORDERING ESTABLISHMENT
OF STREET LIGHTING DISTRICT**

Minutes of a regular meeting of the Township Board of the Township of Macomb, County of Macomb, Michigan, held in the Township Hall in said Township on **November 14, 2001**, at 7:00 P.M., Eastern Daylight Savings Time.

PRESENT: John D. Brennan, Norman J. Snay, Marie E. Malburg, Dino F. Bucci, Jr., Charlie Oliver, Janet Dunn, Kenneth Meerschaert, Jr.

ABSENT: None.

The following preamble and resolution were offered by Member OLIVER and supported by Member MEERSCHAERT.

WHEREAS, pursuant to 1989 PA 80 (the "Act"), the Township Board is empowered to establish a Special Assessment for the installation and maintenance of street lighting on its motion or upon the submission of petitions as prescribed in the Act; and

WHEREAS, the Township Board has determined that the installation of a street light or lights illuminating street serving lands described in Exhibit "A" is necessary to preserve the public health; and

WHEREAS, the Township Board desires to establish a Special Assessment District obligating the benefited owners to pay for the cost of installation and operation of street lighting; and

WHEREAS, a public hearing for the establishment of a Special Assessment District for street lighting was held coincident with this meeting and was prefaced by published and mailed notice as required by the Act and 1962 PA 162.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF MACOMB, MACOMB COUNTY, MICHIGAN:

1. It is hereby directed that a street light or lights shall be installed at Cornerstone Village Subdivision Phases 1-5, which will illuminate streets, serving and benefiting the lot(s) and/or parcel(s) of land described in Exhibit "A".

2. A Special Assessment District consisting of the lot(s) and parcel(s) described in Exhibit "A" is hereby established and the cost for installation of said street lights(s) and all future electrical service be levied against the parcel(s) and/or lot(s) so described in direct proportion to the benefit conferred.

3. The initial installation shall equal the sum of \$3,313.18, together with the first annual electrical service charge in the amount of \$494.28, the Township's at-large contribution is \$-0-.

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4. The Township Board shall hereafter annually determine the amount to be assessed in the district for lighting and shall direct the assessor to levy this amount. The assessment may be made either in a special assessment roll or in a column provided in the regular tax roll. The assessment shall be spread and become due and be collected at the same time as the other Township taxes are assessed, levied and collected and shall be returned in the same manner for nonpayment.

AYES: OLIVER, MEERSCHAERT, DUNN, BUCCI, MALBURG, SNAY, BRENNAN
NAYS: NONE
ABSENT: NONE

RESOLUTION DECLARED ADOPTED.

MOTION carried.

NORMAN J. SNAY
MACOMB TOWNSHIP CLERK

PLANNING COMMISSION:

9. Final Plat; The Fairways of Macomb Subdivision; Located north of 23 Mile Road and approximately 1772 feet west of Card Road; Section 15. John Cavaliere, Petitioner. Permanent Parcel No. 08-15-401-001.

Mr. Bernard Lynden, Planning Consultant, gave a brief description of the proposed subdivision, surrounding property and stated the recommendation of the Planning Commission to approve the plat contingent upon the fulfilling of the standard conditions.

Petitioner Present: Mr. Lorenzo Cavaliere

Public Portion: None

MOTION by SNAY seconded by MEERSCHAERT to grant Final Plat to The Fairways of Macomb Phase I and direct the Clerk to sign the mylar.

MOTION carried.

10. Revised Tentative Preliminary Plat; The Fairways of Macomb Subdivision No.2; Located approximately 400 feet north of 23 Mile Road and approximately 1772 feet west of Card Road; Section 15. John Cavaliere, Petitioner. Permanent Parcel No. 08-15-401-002 (part of).

Mr. Bernard Lynden, Planning Consultant, gave a brief description of the proposed subdivision and surrounding property. Mr. Lynden stated the recommendation of the Planning Commission to approve the plat for a period of one (1) year contingent upon the fulfilling of the standard conditions.

Petitioner Present: Lorenzo Cavaliere

Public discussion was held regarding monitoring wells on the site and if any lots abutt the SMDA site.

Larry Dloski, Township Attorney, recommended that if the Board approves the plat that it be done subject to identifying the continuous property to the north as the former SMDA landfill sites 9 and 9A. He included that the State Land Division Act requires that adjoining property use be identified.

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MOTION by OLIVER seconded by MEERSCHAERT to approve the Tentative Preliminary Plat for The Fairways of Macomb Subdivision No.2 for a period of one (1) year (expiring November 14, 2002) contingent upon the fulfilling of the standard conditions and that continuous land use be placed on the plat.

MOTION carried.

11. Rezoning Request; Residential Urban-One Family (R-1) to Local Commercial (C-1); Located on the southeast corner of 25 Mile Road and future Garfield Road; Section 8. Salvatore DiMercurio, Petitioner. Permanent Parcel No. 08-08-101-001 and 08-08-101-002.

Mr. Bernard Lynden, Planning Consultant, gave a brief description of the proposed rezoning, surrounding property and stated the recommendation of the Planning Commission to approve the rezoning.

Petitioner Present: Tom Caramitaro & Jack Daily

Board discussion was held regarding the current Master Plan and its relation to the rezoning.

Public discussion was held regarding no objection to the rezoning.

MOTION by SNAY seconded by MALBURG to concur with the Planning Commission and grant the rezoning of Permanent Parcel No. 08-08-101-001 and 08-08-101-002 from Residential Urban-One Family (R-1) to Local Commercial (C-1).

MOTION carried.

12. Rezoning Request; Agricultural (AG) to Residential Urban-One Family (R-1); Located on the south side of 23 Mile Road and ¼ mile east of Card Road; Section 23. Sal-Mar Farm Limited Partnership, Petitioner. Permanent Parcel No. 08-23-100-011.

Mr. Bernard Lynden, Planning Consultant, gave a brief description of the proposed rezoning, surrounding property and stated the recommendation of the Planning Commission to approve the rezoning.

Petitioner Present: Bob Kirk

Public Portion: None

MOTION by DUNN seconded by OLIVER to grant the rezoning of Permanent Parcel No. 08-23-100-011 from Agricultural (AG) to Residential Urban-One Family (R-1) as requested.

MOTION carried.

13. Rezoning Request; General Commercial (C-2) to Community Facilities (CF); Located south of 24 Mile Road and approximately 400 feet west of Garfield Road; Section 18. Ron Jona, Petitioner. Permanent Parcel No. 08-18-200-013. (Tabled from the meeting of October 24, 2001).

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Mr. Bernard Lynden, Planning Consultant, gave a brief description of the proposed rezoning, surrounding property and stated the recommendation of the Planning Commission to approve the rezoning.

Petitioner Present: Greg Buss

Board discussion was held regarding the permitted uses in the CF zone.

Public discussion was held regarding support for the rezoning.

MOTION by MEERSCHAERT seconded by OLIVER to grant the rezoning of Permanent Parcel No. 08-18-200-013 from General Commercial (C-2) to Community Facilities (CF).

MOTION carried.

14. Rezoning Request; Agricultural (AG) and Residential One Family Suburban (R-1-S) to Community Facilities (CF); Located east of Romeo Plank Road and approximately 512 feet south of 25 Mile Road; Section 8. Boulder Construction, Petitioner. Permanent Parcel No. 08-08-127-001. (Tabled from the meeting of October 24, 2001).

Tabled indefinitely as requested by the Petitioner.

NEW BUSINESS:

15. Amend Zoning Ordinance to repeal P.U.D. (Planned Unit Development) Sections of the Ordinance.

Supervisor BRENNAN reviewed the request and stated that after meetings held with Township Departments and Legal Council, his recommendation is to delete this provision due to the fact that the intent of this provision is not being followed. Mr. Brennan also stated that the matter was referred back to Planning Commission who also recommended its deletion.

Public Portion: None

MOTION by OLIVER seconded by MEERSCHAERT to approve the request and delete the P.U.D. (Planned Unit Development) Sections of the Zoning Ordinance.

MOTION carried.

16. Approval of Smart Contracts; Municipal Credit and Community Credit Contracts for Fiscal Year 2001 and 2002.

Supervisor BRENNAN stated allocation must be determined and reviewed the recommendation made from SMART.

Board discussion was held regarding meeting the current needs of Residents.

Public Portion: None

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MOTION by OLIVER seconded by DUNN to enter into the SMART (Suburban Mobility Authority for Regional Transportation) Contracts; Municipal Credit and Community Credits Contracts for Fiscal Year 2001 and 2001.

MOTION carried.

17. Temporary Certificate of Occupancy; CVS Pharmacy; Located on the northwest corner of 21 Mile Road and Card Road; Section 27. (Card/21 Shoppes) Boutrous Companies, Petitioner. (Tabled from the meeting of October 24, 2001).

Supervisor BRENNAN reviewed the request and recommendations of no objection submitted by the Township Departments.

Petitioner Present: Edward Boutrous
Bob Kirk and Construction Manager

Board discussion was held regarding the length of time being requested.

Public Portion: None

MOTION by OLIVER seconded by DUNN to grant the Temporary Certificate of Occupancy to CVS Pharmacy for a period of 8 months (to expire July 14, 2002) contingent upon the posting of the required site bond in the amount to be determined by the Township Engineers and that all site improvements be completed within the approval period.

MOTION carried.

18. Temporary Certificate of Occupancy; 7-Eleven Gas and Convenience Center; Located on the southwest corner of 22 Mile Road and Romeo Plank; Section 29. Diversified Construction Management Inc., Petitioner.

Supervisor BRENNAN reviewed the request and recommendations submitted by the Township Departments to deny the request.

Petitioner Present: None

Public discussion was held regarding an objection to the development.

MOTION by OLIVER seconded by DUNN to deny the Temporary Certificate of Occupancy to 7-Eleven Gas and Convenience Center.

MOTION carried.

19. MML (Michigan Municipal League) – Board of Directors, Liability & Property Pool.

Supervisor BRENNAN reviewed the request and stated his recommendation to cast ballots for the eight candidates presented from the MML.

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MOTION by SNAY seconded by OLIVER to concur with the recommendations of the Township Supervisor and cast the ballot.

MOTION carried.

20. Renewal of SEMCOG (Southeast Michigan Council of Governments) Membership.

Supervisor BRENNAN reviewed the request and numerous benefits to the Township through its membership.

Board discussion was held regarding this years membership fee's.

Public Portion: None

MOTION by DUNN seconded by OLIVER to pay the invoice to renew the SEMCOG (Southeast Michigan Council of Governments) Membership for the total amount of seven thousand four hundred seventy dollars and 00/100 (\$7,470.00).

MOTION carried.

21. Request for Sewer Diversion; Westwood Estates MA 01-027.

Supervisor BRENNAN reviewed the request.

Jim VanTiflin, Township Engineer, reviewed the study conducted by Spalding & DeDecker and stated its recommendation to approve the diversion contingent upon the following conditions:

1. The developer of the offsite area (approx. 45 acres) pays the lateral fee for the future 24 Mile Road sanitary sewer across the property frontage as a fair contribution to the Township's sanitary sewer master planning .
2. The existing property at the north west corner of the offsite area is included in the service district for the sanitary sewer diversion.

MOTION by MEERSCHAERT seconded by MALBURG to grant the Sewer Diversion for Westwood Estates MA 01-027 contingent upon fulfilling of conditions recommended by Spalding & DeDecker.

MOTION carried.

22. Request for Sewer Diversion; Fairways of Macomb MA 01-026.

Supervisor BRENNAN reviewed the request.

Jim VanTiflin, Township Engineer, reviewed the study conducted by Spalding & DeDecker and stated its recommendation to approve the diversion.

Public Portion: None

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MOTION by DUNN seconded by MEERSCHAERT to grant the Sewer Diversion for Fairways of Macomb MA 01-026 as recommended by Spalding & DeDecker.

MOTION carried.

23. Request for Temporary Sales Trailer; Winding Creek Subdivision Lot #1.

Supervisor BRENNAN reviewed the request.

Mr. Bernard Lynden, Planning Consultant, stated the recommendation of the Planning Commission to approve.

Petitioner Present: Mark Avipas of Pulte Homes

Public Portion: None

MOTION by BUCCI seconded by MALBURG to approve the Temporary Sales Trailer for Winding Creek Subdivision; Lot #1 as submitted for a period of eight (8) month to expire July 14, 2002.

MOTION carried.

24. Release of Subdivision Model Permit Bond; Hickory Creek Subdivision Lot #28; American Heartland Homes, Petitioner.

Supervisor BRENNAN stated the necessary Departments had reviewed the request and were recommending approval.

MOTION by OLIVER seconded by MEERSCHAERT to authorize the release of the Model Permit Bond for Lot #28; 23129 Hickory Creek Drive; American Heartland LLC; in the amount of seven thousand five hundred dollars and 00/100 (\$7,500.00).

MOTION carried.

25. Release of Monuments and Irons Bond; Brittany Farms Subdivision; GTR Builders, Inc., Petitioner.

Supervisor BRENNAN stated the necessary Departments had reviewed the request and were recommending approval.

MOTION by MEERSCHAERT seconded by MALBURG to authorize the release of the Monuments and Irons Bond for Brittany Farms Subdivision in the amount of one thousand four hundred fifty five dollars and 00/100 (\$1,455.00) Escrow No. 97525.

MOTION carried.

FIRE DEPARTMENT:

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26. Request to Purchase Extended Warranty for Thermal Imaging Camera.

Raymond Ahonen, Fire Chief, reviewed the request.

Public Portion: None

MOTION by MALBURG seconded by DUNN to approve the purchase of the three (3) Year Extended Warranty for the Thermal Imaging Camera for the total cost of nine hundred ninety dollars and 90/100 (\$990.00)

MOTION carried.

27. Request to seek bids for Heavy Rescue Vehicle.

Raymond Ahonen, Fire Chief, reviewed the proposed rescue in detail and stated numerous benefits it would provide to the Department.
Supervisor BRENNAN stated that Board members had personally viewed the proposed equipment.

Public Portion: None

MOTION by OLIVER seconded by DUNN to move forward and seek bids for Heavy Rescue Vehicle.

MOTION carried.

PARKS AND RECREATION DEPARTMENT:

28. Request to Adopt Resolution to Re-issue Parks and Recreation Bonds.

Deleted

29. Request to Print and Mail the Winter Edition of Dimensions Brochure.

Martin Piepenbrok, Parks and Recreation Director, reviewed the request and stated his recommendation to award the printing of the brochure bid to Litho Printing Service, Inc.

Public Portion: None

MOTION by MEERSCHAERT seconded by DUNN to award the printing of the Winter Edition of the "Dimensions" brochure to Litho Printing Service, Inc. for the total cost of four thousand seven hundred thirty dollars and 00/100 (\$4,730.00) and to approve the bulk mailing costs for the estimated cost of three thousand eighty four dollars and 30/100 (\$3,084.30).

MOTION carried.

30. Approval of Application and Certificate for Payment No.8 – Waldenburg Park.

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Martin Piepenbrok, Parks and Recreation Director, reviewed the request and stated that the parks design firm of Beckett and Raeder, Inc., had reviewed the final pay certificate and were recommending approval.

Public Portion: None

MOTION by DUNN seconded by OLIVER to approve the Application and Certificate for Payment No.8 – Waldenburg Park to Posen Construction, Inc. for the total amount of eleven thousand seventy four dollars and 90/100 (\$11,074.90).

MOTION carried.

31. Request to Adopt Partnership and Sponsorship Policies.

Martin Piepenbrok, Parks and Recreation Director, reviewed the two policies developed by Green Play LLC in regards to the new Recreation Center. Mr. Piepenbrok stated that the Partnership Policy establishes the foundation that guides the process for Macomb Township to identify and partner with for-profit, non-profit, or governmental entities for the development, design, construction and operation of recreational or related facilities and/or programs. And the Sponsorship Policy sets guidelines so the Department can create and enhance relationship-based sponsorship opportunities through quality programs for commercial business and non-profit groups.

Supervisor BRENNAN reviewed numerous examples of how the policies would be implemented with outside partnerships.

Board discussion was held regarding specifics of the proposed policies.

Public Portion: None

MOTION by SNAY seconded by MEERSCHAERT to Adopt the Partnership and Sponsorship Policies with the addendum that prior to entering into a formal contract it will be reviewed by the Full Time Elected Officials and Legal Council.

www.greenplayllc.com
**Macomb Township Partnership Policy
And Proposal Format**

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I. Macomb Township Partnership Policy

A. Purpose

This policy is designed to guide the process for Macomb Township in their desire to partner with other private, non-profit, or other governmental entities for the development, design, construction and operation of possibly partnered recreational or related facilities and/or program partnerships that may occur on Township Property.

Macomb Township would like to identify for-profit, non-profit, and governmental entities that are interested in proposing to partner with the Township to develop recreational and related facilities and/or programs. A major component in exploring any potential partnership will be to identify additional collaborating partners that may help provide a synergistic working relationship in terms of resources, community contributions, knowledge, and political sensitivity. These partnerships should be mutually beneficial for all proposing partners including the Township, as well as for the citizens of the Township.

This policy document is designed to:

- Provide essential background information,
- Provide parameters for gathering information regarding the needs and contributions of potential partners, and
- Identify how the partnerships will benefit Macomb Township and the community.

Part Two, The “Proposed Partnership Outline Format”, provides a format that is intended to help guide Proposing Partners in creating a proposal for review with Macomb Township staff.

B. Background and Assumptions

Partnerships are being used across the nation by governmental agencies in order to utilize additional resources for their community’s benefit. Examples of partnerships abound, and encompass a broad spectrum of agreements and implementation. The most commonly described partnership is between a public and a private entity, but partnerships also occur between public entities and non-profit organizations and/or other governmental agencies.

Note on Privatization:

This application is specific for proposed partnering for new facilities or programs.

This information does not intend to address the issue of privatization, or transferring existing Township functions to a non-Township entity for improved efficiency and/or competitive cost concerns. An example of privatization would be a contract for a landscaping company to provide mowing services in a park. The Township is always open to suggestions for improving services and cost savings through contractual arrangements. If you have an idea for privatization of current Townships functions, please call or outline your ideas in a letter for the Township’s consideration.

In order for partnerships to be successful, research has shown that the following elements should be in place prior to partnership procurement:

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- There must be support for the concept and process of partnering from the very highest organizational level, i.e. the Board or Trustees, City Council, Chief Administrator, and/or the department head.
- The most successful agencies have high-ranking officials who believe that they owe it to their citizens to explore partnering opportunities whenever presented, those communities both solicit partners and consider partnering requests brought to them.
- It is very important to have a Partnership Policy in place before partner procurement begins. This allows the agency to be proactive rather than reactive when presented with a partnership opportunity. It also sets a "level playing field" for all potential partners, so that they can know and understand in advance the parameters and selection criteria for a proposed partnership.
- A partnership policy and process should set development priorities and incorporate multiple points for go/no-go decisions.
- The partnership creation process should be a public process, with both Partners and the Partnering Agency well aware in advance of the upcoming steps.

C. Partnership Definition

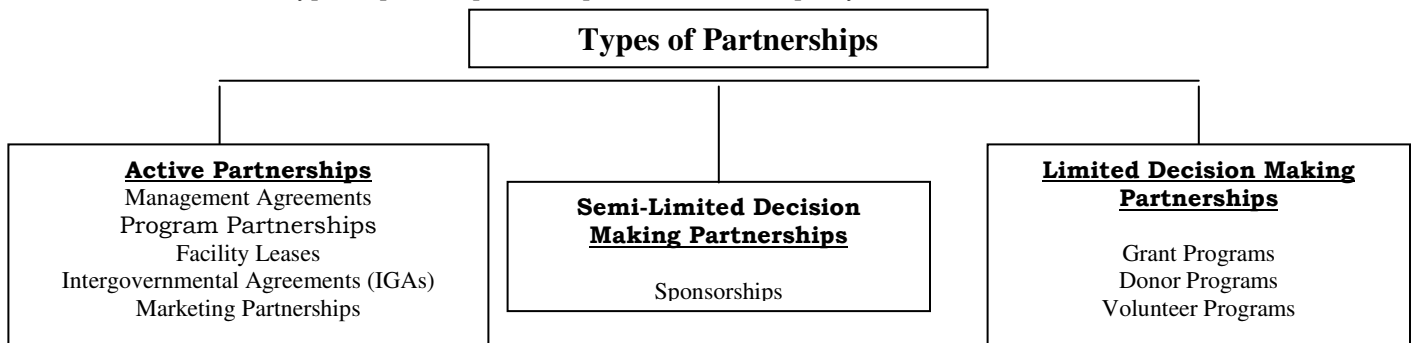
For purposes of this document and policy, a Proposed Partnership is defined as:

"An identified idea or concept involving Macomb Township and for-profit, non-profit, and/or governmental entities, outlining the application of combined resources to develop facilities, programs, and/or amenities for the Township and its citizens."

A partnership is a cooperative venture between two or more parties with a common goal, who combine complementary resources to establish a mutual direction or complete a mutually beneficial project. Partnerships can be facility-based or program-specific. The main goal for Macomb Township partnerships is enhancing public offerings to meet the mission and goals of the Township. Macomb Township is interested in promoting partnerships which involve cooperation among many partners, bringing resources together to accomplish goals in a synergistic manner. Proposals that incorporate such collaborative efforts will receive priority status.

Partnerships can accomplish tasks with limited resources, respond to compelling issues, encourage cooperative interaction and conflict resolution, involve outside interests, and serve as an education and outreach tool. Partnerships broaden ownership in various projects and increase public support for community recreation goals. Partners often have flexibility to obtain and invest resources/dollars on products or activities where municipal government may be limited.

Partnerships can take the form of (1) cash gifts and donor programs, (2) improved access to alternative funding, (3) property investments, (4) charitable trust funds, (5) labor, (6) materials, (7) equipment, (8) sponsorships, (9) technical skills and/or management skills, and other forms of value. The effective use of volunteers also can figure significantly into developing partnerships. Some partnerships involve active decision making, while in others, certain partners take a more passive role. The following schematic shows the types of possible partnerships discussed in this policy:



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D. Possible Types of Active Partnerships

Macomb Township is interested in promoting collaborative partnerships among multiple community organizations. Types of agreements for Proposed "Active" Partnerships may include leases, contracts, sponsorship agreements, marketing agreements, management agreements, joint-use agreements, inter-governmental agreements, or a combination of these. An innovative and mutually beneficial partnership that does not fit into any of the following categories may also be considered.

Proposed partnerships will be considered for facility, service, operations, and/or program development including associated needs, such as parking, paving, fencing, drainage systems, signage, outdoor restrooms, lighting, utility infrastructure, etc.

The following examples are provided only to illustrate possible types of partnerships. They are not necessarily examples that would be approved and/or implemented.

Examples of Public/Private Partnerships

- A private business seeing the need for more/different community fitness and wellness activities wants to build a facility on Township land, negotiate a management contract, provide the needed programs, and make a profit.
- A private group interested in environmental conservation obtains a grant from a foundation to build an educational kiosk, providing all materials and labor, and needs a spot to place it.
- Several neighboring businesses see the need for a place for their employees to work out during the work day. They group together to fund initial facilities and an operating subsidy and give the facility to the Township to operate for additional public users.
- A biking club wants to fund the building of a racecourse through a park. The races would be held one night per week, but otherwise the path would be open for public biking and in-line skating.
- A large corporate community relations office wants to provide a skatepark, but doesn't want to run it. They give a check to the Township in exchange for publicizing their underwriting of the park's cost.
- A private restaurant operator sees the need for a concessions stand in a park and funds the building of one, operates it, and provides a share of revenue back to the Township.
- A garden club wants land to build unique butterfly gardens. They will tend the gardens and just need a location and irrigation water.

Examples of Public/Non-Profit Partnerships

- A group of participants for a particular sport or hobby sees a need for more playing space and forms a non-profit entity to raise funds for a facility for their priority use that is open to the public during other hours.
- A non-profit baseball association needs fields for community programs and wants to obtain grants for the building of the fields. They would get priority use of the fields, which would be open for the Township to schedule use during other times.
- A museum funds and constructs a new building, dedicating some space and time for community meetings and paying a portion of revenues to the Township to lease the land.

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Examples of Public/Public Partnerships

- Two governmental public safety agencies see the need for more physical training space for their employees. They jointly build two gyms adjacent to Township facilities to share for their training during the day. The gyms would be open for the Township to schedule for other users at night.
- A school district sees the need for a climbing wall for their athletes. The district funds the wall and subsidizes operating costs, and the Township manages and maintains the wall to provide public use during off hours.
- A university needs meeting rooms. They fund a multi-use building on Township land that can be used for Township community programs at night.

E. Sponsorships

Macomb Township is interested in actively obtaining sponsorships for facilities and programs as one type of beneficial partnership. Please see the **Macomb Township Parks & Recreation Department Sponsorship Policy** for more information.

F. Limited-Decision Making Partnerships: Donor, Volunteer, and Granting Programs

While this policy document focuses on the parameters for more active types of partnerships, the Township is interested in, and will be happy to discuss, a proposal for any of these types of partnerships, and may create specific plans for such in the future

G. Benefits of Partnerships with Macomb Township

The Township expects that any Proposed Partnership will have benefits for all involved parties. Some general expected benefits are:

Benefits for the Township and the Community:

- Merging of resources to create a higher level of service and facility availability for community members.
- Making alternative funding sources available for public community amenities.
- Tapping into the dynamic and entrepreneurial traits of private industry.
- Delivering services and facilities more efficiently by allowing for collaborative business solutions to public organizational challenges.
- Meeting the needs of specific groups of users through the availability of land for development and community use.

Benefits for the Partners:

- Land and/or facility availability at a subsidized level for specific facility and/or program needs.
- Sharing of the risk with an established stable governmental entity.
- Becoming part of a larger network of support for management and promotion of facilities and programs.
- Availability of professional Township recreation and planning experts to maximize the facilities and programs that may result
- Availability of Township staff facilitation to help streamline the planning and operational efforts.

II. The Partnering Process

The steps for the creation of a partnership with the Macomb Township are as follows:

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- A. Macomb Township will create a public notification process that will help inform all interested partners of the availability of partnerships with the Township. This will be done through notification in area newspapers, listing in the brochure, and through any other notification method that is feasible.
- B. The proposing partner takes the first step to propose partnering with the Township. To help in reviewing both the partnerships proposed, and the project to be developed in partnership, the Township asks for a **Preliminary Proposal** according to a specific format as outlined in **Part Two - Proposed Partnership Outline Format**.
- C. If initial review of a Preliminary Proposal yields interest and appears to be mutually beneficial based on the Township Mission and Goals, and the Selection Criteria, a Township staff or appointed representative will be assigned to work with potential partners.
- D. The Township representative is available to answer questions related to the creation of an initial proposal, and after initial interest has been indicated, will work with the proposing partner to create a checklist of what actions need to take place next. Each project will have distinctive planning, design, review, and support issues. The Township representative will facilitate the process of determining how the partnership will address these issues. This representative can also facilitate approvals and input from any involved Township departments, providing guidance for the partners as to necessary steps in the process.
- E. An additional focus at this point will be determining whether this project is appropriate for additional collaborative partnering and whether this project should prompt the Township to seek a **Request For Proposal (RFP)** from competing/ collaborating organizations.

Request For Proposal (RFP) Trigger: In order to reduce concerns of unfair private competition, if a proposed project involves partnering with a private "for-profit" entity and a dollar amount greater than \$5,000, and the Township has not already undergone a public process for solicitation of that particular type of partnership, the Township will request Partnership Proposals from other interested private entities for identical and/or complementary facilities, programs or services. A selection of appropriate partners will be part of the process.

- F. For most projects, a **Formal Proposal** from the partners for their desired development project will need to be presented for the Township's official development review processes and approvals. The project may require approval by the Legal, Planning, Fire and Safety, Finance and/or other Township Departments, Parks and Recreation Advisory Board, Planning Board, The Board of Trustees, and/or the Township Supervisor's Office, depending on project complexity and applicable Township legal provisions, ordinances or regulations. If these reviews are necessary, provision to reimburse the Township for its costs incurred in having a representative facilitate the partnered project's passage through Development Review should be included in the partnership proposal.
- G. Depending on project complexity and anticipated benefits, responsibilities for all action points are negotiable, within the framework established by law, to assure the most efficient and mutually beneficial outcome. Some projects may require that all technical and professional expertise and staff resources come from outside the Township's staff, while some projects may proceed most efficiently if the Township contributes staff resources to the partnership.
- H. The partnership must cover the costs the partnership incurs, regardless of how the partnered project is staffed, and reflect those costs in its project proposal and budget. The proposal for the partnered project should also discuss how staffing and expertise will be provided, and what documents will be produced. If Township staff resources are to be used by the partnership, those costs should be allocated to the partnered project and charged to it.
- I. Specific **Partnership Agreements** appropriate to the project will be drafted jointly. There is no specifically prescribed format for **Partnership Agreements**, which may take any of several forms depending on what will accomplish the desired relationships among partners. The agreements may be in the form of:

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- Lease Agreements
- Management and/or Operating Agreements
- Maintenance Agreements
- Intergovernmental Agreements (IGAs)
- Or a combination of these and/or other appropriate agreements

Proposed partnership agreements might include oversight of the development of the partnership, concept plans and project master plans, environmental assessments, architectural designs, development and design review, project management, and construction documents, inspections, contracting, monitoring, etc. Provision to fund the costs and for reimbursing the Township for its costs incurred in creating the partnership, facilitating the project's passage through the Development Review Processes, and completing the required documents should be considered.

- J. If all is approved, the Partnership begins. The Township is committed to upholding its responsibilities to Partners from the initiation through the continuation of a partnership. Evaluation will be an integral component of all Partnerships. The agreements should outline who is responsible for evaluation, the types of measures used, and details on what will occur should the evaluations reveal Partners are not meeting their Partnership obligations.

III. The Partnership Evaluation Process

A. Mission Statements and Goals

All partnerships with Macomb Township should be in accord with the Township's and any specifically affected Department's Mission and Goals. For purposes of example for this policy, the following sections utilize the Macomb Township's Parks & Recreation Department's Mission and Goals to represent how a proposed partnership for that Department would be preliminarily evaluated.

Macomb Township Parks & Recreation Mission Statement:

The Macomb Township Parks & Recreation Department provides and cares for public park lands and creates opportunities for personal growth. We work with the citizens of the Township to provide a broad spectrum of opportunities to renew, restore, refresh, and recreate, balancing often stressful life-styles. We encourage the participation of individuals and families to develop the highest possible level of physical and mental wellbeing. We believe that well-balanced, healthy people contribute to a productive and healthy community.

Goals of the Macomb Township Park & Recreation Department:

- Promoting physical and mental health and fitness
- Nourishing the development of children and youth
- Encouraging family relationships
- Helping to build strong community and neighborhoods
- Promoting environmental stewardship
- Providing beautiful, safe, and functional parks and facilities that improve the lives of all citizens
- **Preserving cultural and historic features within the parks and recreation system**
- **Providing a work environment for the Parks & Recreation Department staff that encourages initiative, professional development, high morale, productivity, teamwork, innovation, and excellence in management**

B. Other Considerations

1. Costs for the Proposal Approval Process

For most partnership proposals there will be considerable staff time spent on the detailed review and approval process after a project passes the initial review stage. This time includes discussions with Proposing Partners, exploration of synergistic partnering opportunities, possible RFP processes, facilitation of the approval process, assistance in writing and negotiating agreements, contracting, etc. There may also be costs for construction and planning documents, design work, and related needs and development review processes mandated by Township ordinances.

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Successful Partnerships will consider these costs and may plan for Township recovery of some or all of these costs within the proposal framework. Some of these costs could be reimbursed through a negotiated agreement once operations begin, considered as construction expenses, or covered through some other creative means.

2. Land Use and/or Site Improvements

Some proposed partnerships may include facility and/or land use. Necessary site improvements cannot be automatically assumed. Costs and responsibility for these improvements should be considered in any Proposal. Some of the general and usual needs for public facilities that may not be included as Township contributions and may need to be negotiated for a project include:

- Any Facilities or non-existent Infrastructure Construction
- Roads or Street improvements
- Maintenance to Specified Standards
- Staffing
- Parking
- Snow Removal
- Lighting
- Outdoor Restrooms
- Water Fountains
- Complementary uses of the Site
- Utility Improvements (phone, cable, storm drainage, electricity, water, gas, sewer, etc.)
- Custodial Services
- Trash Removal

3. Need

The nature of provision of public services determines that certain activities will have a higher need than will others. Some activities serve a relatively small number of users and have a high facility cost. Others serve a large number of users and are widely available from the private sector because they are profitable. The determination of need for facilities and programs is an ongoing discussion in public provision of programs and amenities. The project will be evaluated based on how the project fulfills a public need. Proposals should specifically explain how if they propose to be made available with a subsidy, as would be the case if a partnership is made through the dedication of public land or facilities as a lower than market value.

4. Funding

Only when a Partnership Proposal demonstrates high, unmet needs and high benefits for Township citizens, will the Township consider contributing resources at a below market value to a project. The Township recommends that the Proposing Partners consider sources of potential funding. The more successful partnerships will have funding secured in advance. In most cases, Proposing Partners should consider funding and cash flow for initial capital development, staffing, and ongoing operation and maintenance.

The details of approved and pending funding sources should be clearly identified in a proposal.

For many partners, especially small private user groups, non-profit groups, and governmental agencies, cash resources may be a limiting factor in the proposal. It may be a necessity for partners to use alternative funding sources for resources to complete a proposed project. Getting alternative funding often demands creativity, ingenuity, and persistence, but many forms of funding are available.

Alternative funding can come from many sources, e.g. Sponsorships, Grants, and Donor Programs. A local librarian can help with foundation and grant resources. Developing a solid leadership team for a partnering organization will help find funding sources. In-kind contributions can in some cases add additional funding.

All plans for using alternative funding should be clearly identified. The Township has an established Sponsorship Policy, and partnered projects will be expected to adhere to the Policy. This includes the necessity of having an Approved Sponsorship Plan in place prior to procurement of sponsorships for a Partnered Project.

C. Selection Criteria

In assessing a partnership opportunity to provide facilities and services, the Township will consider (as appropriate) the following criteria. The Proposed Partnership Outline Format in **Part Two** gives a structure to use in creating a

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proposal. Township staff and representatives will make an evaluation by attempting to answer each of the following Guiding Questions:

- How does the project align with the Township and affected Department's Mission Statement and Goals?
- How does the proposed facility fit into the current Township and the affected Department's Master Plan?
- How does the facility/program meet the needs of Township residents?
- How will the project generate more revenue and/or less cost per participant than the Township can provide with its own staff or facilities?
- What are the alternatives that currently exist, or have been considered, to serve the users identified in this project?
- How much of the existing need is now being met within the Township borders and within adjacent Townships?
- What is the number and demographic profile of participants who will be served?
- How can the proposing partner assure the Township of the long-term stability of the proposed partnership, both for operations and for maintenance standards?
- How will the partnered project meet the Americans with Disabilities Act and Equal Employment Opportunity Commission requirements?
- How will the organization offer programs at reasonable and competitive costs for participants?
- What are the overall benefits for both the Township and the Proposing Partners?

Additional Assistance

Macomb Township is aware that the partnership process does entail a great deal of background work on the part of the Proposing Partner. The following list of resources may be helpful in preparing a proposal:

- **Courses are available through local colleges and universities to help organizations develop a business plan.**
- The Chamber of Commerce offers a variety of courses and assistance for business owners and for those contemplating starting new ventures.
- Reference Librarians at local libraries can be very helpful in identifying possible funding sources and partners, including grants, foundations, financing, etc.
- Relevant information including the Macomb Township Comprehensive and Master Plans, the Parks and Recreation Master Plan, site maps, and other documents are available at the Township Hall. These documents may be copied or reviewed, but may not be taken off-site.
- The Macomb Township Web Site has additional information.
- **If additional help or information is needed, please call the Macomb Township offices.**

Part Two

Proposed Partnership Outline Format

(Sample format to be used by the Macomb Township Parks & Recreation Department)

Please provide as much information as possible in the following outline form.

I. Description of Proposing Organization:

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- Name of Organization
- Years in Existence
- Contact Names, Mailing Address, Physical Address, Phone, Fax, E-mail
- Purpose of Organization
- Services Provided
 - Member/User/Customer Profiles
- Accomplishments
- Legal Status

II. Summary of Proposal (100 words or less)

What is being proposed?

III. Benefits to the Partnering Organization

Why is your organization interested in partnering with the Macomb Township Parks & Recreation Department? Please individually list and discuss the benefits (monetary and non-monetary) for your organization.

IV. Benefits to the Macomb Township Parks & Recreation Department

Please individually list and discuss the benefits (monetary and non-monetary) for the Macomb Township Parks & Recreation Department and residents of the Township.

IV. Details (as currently known)

The following page lists a series of Guiding Questions to help you address details that can help outline the benefits of a possible partnership. Please try to answer as many as possible with currently known information. Please include what your organization proposes to provide and what is requested of the Macomb Township Parks & Recreation Department. Please include (as known) initial plans for your concept, operations, projected costs and revenues, staffing, and/or any scheduling or maintenance needs, etc.

Macomb Township Parks & Recreation Department Sponsorship Policy

Introduction

The following guidelines in this Sponsorship Policy have been specifically designed for the Macomb Township Parks & Recreation Department, while considering that these guidelines may be later adapted and implemented on a Township-wide basis. Some assumptions regarding this policy are:

- Partnerships for recreation and parks facilities and program development may be pursued based on the Macomb Township Partnership Policy, encouraging the development of partnerships for the benefit of the Township, its citizens, and potential partners. Sponsorships are one type of partnership, and one avenue of procurement for alternative funding resources. The Sponsorship Policy may evolve as the needs of new projects and other Township departments are incorporated into its usage.
- Broad guidelines are offered in this policy to delineate primarily which types of sponsors and approval levels are currently acceptable for the Macomb Township Parks & Recreation Department.
- The policy should ensure that the definition of potential sponsors may include non-commercial community organizations (for example: school districts, universities and colleges, and YMCA's), but does not include a forum for non-commercial speech or advertising.
- Sponsorships are clearly defined and are different from advertisements. Advertisements are one type of benefit that may be offered to a sponsor in exchange for cash or in-kind sponsorship.
- The difference between sponsors and donors must be clarified, as some staff and the public, often confuse and misuse these terms.

Structure

Part A of this document gives the **Sponsorship Policy**

Part B gives the **Levels of Sponsorship Tiers and Benefits**

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Part C provides the vocabulary and Glossary of Sponsorship Terms

Part A.
Sponsorship Policy
Macomb Township Parks & Recreation Department

I. Purpose

In an effort to use and maximize the community's resources, it is in the best interest of the Macomb Township Parks & Recreation Department to create and enhance relationship-based sponsorships. This may be accomplished by providing local, regional, and national commercial businesses and non-profit groups a method for becoming involved with the many opportunities provided by the Parks & Recreation Department. The Department delivers quality, life-enriching activities to the broadest base of the community. This translates into exceptional visibility for sponsors and supporters. It is the goal of the Department to create relationships and partnerships with sponsors for the financial benefit of the Department.

Sponsorships vs. Donations

It is important to note that there is a difference between a sponsorship and a donation. Sponsorships are cash or in-kind products and services offered by sponsors with the clear expectation that an obligation is created. The recipient is obliged to return something of value to the sponsor. The value is typically public recognition and publicity or advertising highlighting the contribution of the sponsor and/or the sponsor's name, logo, message, products or services. The Sponsor usually has clear marketing objectives that they are trying to achieve, including but not limited to the ability to drive sales directly based on the sponsorship, and/or quite often, the right to be the exclusive sponsor in a specific category of sales. A letter of agreement or contractual arrangement that details the particulars of the exchange typically consummates the arrangement.

In contrast, a donation comes with no restrictions on how the money or in-kind resources are used. This policy specifically addresses sponsorships, the agreements for the procurement of the resources, and the benefits provided in return for securing those resources. Since donations or gifts come with no restrictions or expected benefits for the donor, a policy is generally not needed.

II. Guidelines for Acceptable Sponsorships

Sponsors should be businesses, non-profit groups, or individuals that promote mutually beneficial relationships for the Macomb Township Parks & Recreation Department. All potentially sponsored properties (facilities, events or programs) should be reviewed in terms of creating synergistic working relationships with regards to benefits, community contributions, knowledge, and political sensitivity. All sponsored properties should promote the goals and mission of the Parks & Recreation Department as follows:

Macomb Township Parks & Recreation Mission Statement:

The Macomb Township Parks & Recreation Department provides and cares for public park lands and creates opportunities for personal growth. We work with the citizens of the Township to provide a broad spectrum of opportunities to renew, restore, refresh, and recreate, balancing often stressful life-styles. We encourage the participation of individuals and families to develop the highest possible level of physical and mental wellbeing. We believe that well-balanced, healthy people contribute to a productive and healthy community.

Goals of the Macomb Township Park & Recreation Department:

- Promoting physical and mental health and fitness
- Nourishing the development of children and youth
- Encouraging family relationships
- Helping to build strong community and neighborhoods
- Promoting environmental stewardship
- Providing beautiful, safe, and functional parks and facilities that improve the lives of all citizens
- **Preserving cultural and historic features within the parks and recreation system**
- Providing a work environment for the Parks & Recreation Department staff that encourages initiative, professional development, high morale, productivity, teamwork, innovation, and excellence in management

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III. Sponsorship Selection Criteria

A. Relationship of Sponsorship to Mission and Goals

The first major criterion is the appropriate relationship of a sponsorship to the above outlined Macomb Township Parks & Recreation Department Mission and Goals. While objective analysis is ideal, the appropriateness of a relationship may sometimes be necessarily subjective. This policy addresses this necessity by including Approval Levels from various levels of Township management staff and elected officials, outlined in Part B, to help assist with decisions involving larger amounts and benefits for sponsorship.

The following questions are the major guiding components of this policy and should be addressed prior to soliciting potential sponsors:

- Is the sponsorship reasonably related to the purpose of the facility or programs as exemplified by the Department's Mission Statement and Goals?
- Will the sponsorship help generate more revenue and/or less cost per participant than the Township can provide without it?
- What are the real costs, including staff time, for procuring the amount of cash or in-kind resources that come with the generation of the sponsorship?

Sponsorships which shall NOT be considered are those which:

- Promote environmental, work, or other practices that, if they took place in Macomb Township, would violate United States or Michigan law (i.e., dumping of hazardous waste, exploitation of child labor, etc.), or promote drugs, alcohol, or tobacco, or that constitute violations of law.
- Duplicate or mimic the identity or programs of the Macomb Township Parks & Recreation Department or any of its divisions.
- Exploit participants or staff members of the Department.
- Involve litigants engaged in active legal cases against Macomb Township.
- Offer benefits that may violate other accepted Macomb Township policies or regulations and the Macomb Township Zoning Ordinance.

B. Sponsorship Plan and Approval Levels

Before the solicitation and/or procurement of Sponsors, each project or program will create a Sponsorship Plan specific to that project or program that complies with the Sponsorship Levels as provided in Part B of the Sponsorship Policy. This plan must be in accordance to the Partnership Policy, the Sponsorship Policy, and the Macomb Township Zoning Ordinance, and other Township regulations. Prior approval of the Sponsorship Plan is required from the Management Team Members supervising the project. The three full-time elected Township Officials, or their designate, shall review all potential Sponsors before any agreement is initiated. Any sponsorship that exceeds pre-specified limits will require separate approval. The Approval Levels are outlined below:

| | |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Under \$1,000 | The program or project staff may approve this level of Agreement, with review by their supervising Management Team Member. |
| \$1,001 to \$10,000 | The Agreement requires Management Team Member approval. |
| \$10,001 to \$25,000 | The Agreement requires approval of the entire Senior Management Team and Department Director |
| Over \$25,000 | The Agreement requires approval by the Township Supervisor who may defer to the Township Board of Trustees. |

C. No Non-Commercial Forum is Permitted

This criterion deals with the commercial character of a sponsorship message. The Township intends to create a limited forum, focused on advertisements incidental to commercial sponsorships of Parks & Recreation facilities and programs. While non-commercial community organizations or individuals may wish to sponsor Department activities or facilities for various reasons, no non-commercial speech is permitted in the limited forum created by this policy:

Advertisements incidental to commercial sponsorship must primarily propose a commercial transaction, either directly, through the text, or indirectly, through the association of the sponsor's name with the commercial transaction of purchasing the commercial goods or services which the sponsor sells.

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The reasons for this portion of the Policy include:

- **The desirability of avoiding non-commercial proselytizing of a “captive audience” of event spectators and participants;**
- **The constitutional prohibition on any view-point related decisions about permitted advertising coupled with the danger that the Township and the Parks & Recreation Department would be associated with advertising anyway;**
- **The desire of the Township to maximize income from sponsorship, weighed against the likelihood that commercial sponsors would be dissuaded from using the same forum commonly used by persons wishing to communicate non-commercial messages, some of which could be offensive to the public;**
- **The desire of the Township to maintain a position of neutrality on political and religious issues;**
- **In the case of religious advertising and political advertising, specific concerns about the danger of “excessive entanglement” with religion (and resultant constitutional violations) and the danger of election campaign law violations, respectively.**

Guidelines for calculating the **Levels of Sponsorship Tiers and Benefits** are provided and outlined in **Part B**.

IV. Additional Guidelines for Implementation

A. Equitable Offerings

It is important that all sponsorships of equal levels across divisions within the Macomb Township Parks & Recreation Department yield the same value of benefits for potential sponsors.

B. Sponsorship Contact Database

A designated staff person or representative of the Macomb Township Parks & Recreation Department will keep an updated list of all current sponsors, sponsored activities, and contacts related to sponsorship.

Purpose of Maintaining the Database:

- Limit duplicate solicitations of one sponsor
- Allow management to make decisions based on most appropriate solicitations and levels of benefits offered
- Keep a current list of all Department supporters and contacts
- Help provide leads for new sponsorships, if appropriate

For staff below Management Team level, access to the database will be limited to printouts of listings of names of sponsors and their sponsored events. This limited access will provide information to help limit duplicated solicitations, and will protect existing sponsor relationships, while allowing the evaluation of future sponsorships to occur at a management level.

If a potential sponsor is already listed, staff should not pursue a sponsorship without researching the sponsor’s history with the most recently sponsored division. If more than one division wishes to pursue sponsorship by the same company, the Management Team shall make a decision based on several variables, including but not limited to:

- History of sponsorship, relationships, and types of sponsorship needed
- Amount of funding available
- Best use of funding based on departmental priorities.

C. Sponsorship Committee

A committee consisting of the supervisors of each program using sponsorships and other management team designees shall meet twice per year to review the database, exchange current contract samples, and recommend adjusting benefit levels and policy as needed. Changes shall not take effect before approval by the Management Team.

Part B.

Levels of Sponsorship Tiers and Benefits

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The following tiers are presented as a guideline for types of benefits that may be presented as opportunities for potential sponsors.

Each sponsorship will most likely need to be individually negotiated. One purpose for these guidelines is to create equity in exchanges across sponsorship arrangements. While for the sake of ease the examples given for levels are based on amount of sponsorship requested, the level of approval needed from Township staff is really based on the amount of benefits exchanged for the resources. The levels of approval are necessary because the costs and values for different levels of benefits may vary, depending on the sponsorship. It is important to note that these values may be very different. Sponsors typically will not offer to contribute resources that cost them more than the value of resources that they will gain and, typically, seek at least a 2-1 return on their investment. Likewise, the Township should not pursue sponsorships unless the total value the Township receives is greater than the Township's real costs.

A hierarchy of Sponsors for events, programs, or facilities with more than one sponsor is listed below from the highest level to the lowest. Not all Levels will necessarily be used in each Sponsorship Plan. Note that the hierarchy is not dependent on specific levels or amounts of sponsorship. Specific levels and amounts should be designed for each property before sponsorships are procured within the approved Sponsorship Plan. Complete definitions of terms are included in **Part C**.

Hierarchy of Sponsorship Levels (highest to lowest)

Parks and Recreation Department-Wide Sponsor ⇒
Facility/Park Title or Primary Sponsor ⇒
Event/Program Title or Primary Sponsor ⇒
Presenting Sponsor (Facility, Event or Program) ⇒
Facility/Park Sponsor ⇒
Program/Event Sponsor ⇒
Media Sponsor ⇒
Official Supplier ⇒
Cosponsor

This hierarchy will help decide the financial amounts to ask from various sponsors and to determine what levels of benefits to provide. It is important to build flexibility and choice into each level so sponsors can have the ability to choose options that will best fit their objectives. Note that the benefits listed under each level are examples of value. The listing does not mean that all of the benefits should be offered. It is a menu of options for possible benefits, depending on the circumstances. These are listed primarily as a guideline for **maximum** benefit values. It is recommended that each project create a project-specific Sponsorship Plan for approval in advance of Sponsorship procurement, based on the benefits available and the values specific to the project.

I. Sponsorship Assets and Related Benefits Inventory

| <u>Asset</u> | <u>Related Benefit</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Marks and Logos <ul style="list-style-type: none"> - Department - Facility - Event/Program - Character Image | <ul style="list-style-type: none"> • Promotional Rights <ul style="list-style-type: none"> - Logo Use - Official Designation - Category Exclusivity |
| <ul style="list-style-type: none"> • Audience • Access <ul style="list-style-type: none"> - Facility Members - On-site Attendees/Participants - Web Site Visitors - Brand Building - Relationship Building | <ul style="list-style-type: none"> - Sales - Sampling - Surveying |
| <ul style="list-style-type: none"> • Publications and Collateral Materials - Newsletter - Program Book - Posters - Brochures | <ul style="list-style-type: none"> • Visibility <ul style="list-style-type: none"> - Logo/ID - Editorial Coverage - Advertisement - Insert: Literature, |

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- Maps
 - Schedules
 - Tickets
 - Participant/Volunteer Uniforms
- Coupons, etc.

• Signage • Impressions

- | | |
|-------------------------|-----------------|
| - Directional/Concourse | - Branding |
| - Perimeter/Marquee | - Message |
| - Highway Signs | - Advertisement |
| - Scoreboards | |
| - Site Banners/Signs | |
| - Other Equipment | |

Assests (continued)

Related Benefits (continued)

- | | | |
|---------------------------|------------------|--------------------|
| • Web Site | • Extended Reach | |
| - Home Page | - | Logo/ID |
| - Interest Sections/Areas | - | Editorial Coverage |
| - Chat Rooms | - | Link |
| - E-Commerce Area | - | Advertisement |
| - E-Commerce | | |
| - Integrated Content | | |

- | | |
|----------------------------------|-----------------------|
| • Sites | • Access |
| - Facilities | - Sampling/Display |
| - Parks | - Sales |
| - Information/Registration Areas | - Signage |
| - Concessions | - Title Opportunities |
| - Retail | |
| - Exhibit Areas | |
| - Entrances/Exits | |
| - Activity Areas | |

- | | |
|--------------------------|-----------------------------------|
| • Events and Programs | • Proprietary Platform |
| - Stage or Area | - Title or Presenting Opportunity |
| - Activity/Special Event | |
| - Program/Campaign | |
| - Themed Promotion | |

- | | | |
|-----------------------------|--------------|----------------------|
| • Hospitality Opportunities | • Incentives | |
| - Tickets/Registrations | - | Client Entertainment |
| - Hospitality | - | Employee Benefits |
| - VIP Parking | - | Promotional Use |
| - Special Event/Opportunity | | |

- Non-Owned/Borrowed Assets
 - Cosponsors
 - Affiliated Groups/Audience
 - Concessionaires
 - Exhibitors
 - Sales Rights
- Added Value
 - Cross-Promotion & Business-to-Business Marketing
 - Extended Reach

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II. Examples of Tiers in an Approved Sponsorship Plan:

All benefits must be in accordance to the Sponsorship Policy, equitable, and not in violation of approved Township policies, regulations, or Zoning Ordinance.

TIER 1
(Sponsor Investment Greater Than \$25,000 annually)

Requires approval by the Township Supervisor and/or the Township Board of Trustees.

Examples of Tier 1 Sponsor Benefits

- Exclusive rights in category throughout Parks and Recreation Department
 - Facility naming rights
 - All other benefits in inventory can be negotiated into agreement
-

TIER 2
(Sponsor Investment from \$10,001 to \$25,000 annually)

Requires approval by the ENTIRE Parks and Recreation Management Team including the Department Director.

Examples of Tier 2 Sponsor Benefits

- Exclusive rights in category for specified facility or park
 - Naming rights to areas within a facility or park
 - Hospitality opportunities
 - Except for those specified in Tier 1, all other benefits from the inventory can be negotiated into agreement
 - Right to use Parks and Recreation Department marks/logos
-

TIER 3
(Sponsor Investment from \$1,001 to \$10,000 annually)

Requires approval from a Member of the Management Team.

Examples of Tier 3 Sponsor Benefits

- Naming rights to event/program
 - Recognition as primary event sponsor
 - Exclusive rights at event/program
 - Except for those specified in Tiers 1 and 2, all other benefits from the inventory can be negotiated into agreement
 - Visibility in collateral material
 - Visibility on Web Site
-

TIER 4
(Sponsor Investment up to \$1,000 annually)

Requires approval only from the Program Supervisor.

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Sponsorships below \$1,000 annually

These are typically small sponsorships for single events and/or programs that usually are the responsibility of the program staff. Event coordinators can determine the amount of funding needed, evaluate costs and value, create proposals for sponsors, create a listing of benefits, and get approval from supervisors.

- Signage
 - May create promotion at event
 - Complimentary event passes
 - May be recognized at event
 - May be recognized as a primary event sponsor (depends on size of event)
 - Recognition on event flyers
 - May be mentioned in press releases
 - May be mentioned within the Parks & Recreation "Dimension" brochure
 - Photos from event
-

Part C.
Glossary of Sponsorship Terms

Activation

The marketing activity a company conducts to promote its sponsorship. Money spent on activation is over and above the rights fee paid to the sponsored property. Also known as leverage.

Advertising

The direct sale of print or some other types of Township communication medium to provide access to a select target market.

Ambush Marketing

A promotional strategy whereby a non-sponsor attempts to capitalize on the popularity/prestige of a property by giving the false impression that it is a sponsor. Often employed by the competitors of a property's official sponsors.

Audio Mention

The mention of a sponsor during a TV or radio broadcast.

Business-to-Business Sponsorship

Programs intended to influence corporate purchase/awareness, as opposed to individual consumers.

Category Exclusivity

The right of a sponsor to be the only company within its product or service category associated with the sponsored property.

Cause Marketing

Promotional strategy that links a company's sales campaign directly to a nonprofit organization. Generally includes an offer by the sponsor to donate to the cause with the purchase of its product or service. Unlike philanthropy, money spent on cause marketing is a business expense, not a donation, and is expected to show a return on investment.

Cosponsors

Sponsors of the same property.

CPM (Cost Per Thousand)

The cost to deliver an ad message to a thousand people.

Cross-Promotions

A joint marketing effort conducted by two or more cosponsors using the sponsored property as the central theme.

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Donations

Cash or in-kind gifts, that do not include any additional negotiated conditions in return. Synonyms: Philanthropy, Patronage.

Editorial Coverage

Exposure that is generated by media coverage of the sponsored property and that includes mention of the sponsor.

Emblem

A graphic symbol unique to a property. Also called a mark.

Escalator

An annual percentage increase built into the sponsorship fee for multi-year contracts. Escalators are typically tied to inflation.

Exclusive Rights

A company pays a premium or provides economic benefit in exchange for the right to be the sole advertised provider, at the most competitive prices, of goods purchased by consumers within Parks & Recreation Department facilities and parks.

Fulfillment

The delivery of benefits promised to the sponsor in the contract.

Hospitality

Hosting key customers, clients, government officials, employees, and other VIPs at an event or facility. Usually involves tickets, parking, dining, and other amenities, often in a specially designated area, and may include interaction with athletes, entertainer, or special guest.

In-Kind Sponsorship

Payment (full or partial) of sponsorship fee in goods or services rather than cash.

Licensed Merchandise

Goods produced by a manufacturer (the licensee) who has obtained a license to produce and distribute the official Marks on products such as clothing and souvenirs.

Licensee

Manufacturer which has obtained a license to produce and distribute Licensed Merchandise.

Licensing

Right to use a property's logos and terminology on products for retail sale. Note: While a sponsor will typically receive the right to include a property's marks on its packaging and advertising, sponsors are not automatically licensees.

Mark

An official visual representation of a property that may include emblems and mascots.

Mascot

A graphic illustration of a character, usually a cartoon figure, used to promote the identity of a property.

Media Equivalencies

Measuring the exposure value of a sponsorship by adding up all the coverage it generated and calculating what it would have cost to buy a like amount of ad time or space in those outlets based on media rate cards.

Media Sponsor

Includes TV and radio stations, print media, and outdoor advertising companies that provide either cash, or more frequently advertising time or space, to a property in exchange for official designation.

Municipal Marketing

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Promotional strategy linking a company to community services and activities such as sponsorship of parks and recreation programs, libraries, etc.

Option to Renew

Contractual right to renew a sponsorship on specified terms.

Philanthropy

Support for a non-profit property where no commercial advantage is expected. Synonym: Patronage.

Perimeter Advertising

Stationary advertising around the perimeter of an arena or event site often reserved for sponsors.

Premiums

Souvenir merchandise produced to promote a sponsor's involvement with a property (customized with the names/logos of the sponsor and the property).

Presenting Sponsor

The sponsor that has its name presented just below that of the sponsored property. In presenting arrangements, the event/facility name and the sponsor name are not fully integrated since the word(s) "presents" or "presented by" always come between them.

Primary Sponsor

The sponsor paying the largest fee and receiving the most prominent identification (Would be naming rights or title sponsor if sponsored property sold name or title).

Property

A unique, commercially exploitable entity (could be a facility, site, event, or program). Synonyms: sponsee, rightsholder, seller.

Right of First Refusal

Contractual right granting a sponsor the right to match any offers the property receives during a specific length of time in the sponsor's product category.

Selling Rights

The ability of a sponsor to earn back some, or all, of its sponsorship fee by selling its product or service to the property or its attendees or members.

Signage

Banners, billboards, electronic messages, decals, etc. displayed on-site and containing sponsor identification.

Sole Sponsor

A company that has paid to be the only sponsor of a property.

Sponsee

A property available for sponsorship.

Sponsor

An entity that pays a property for the right to promote itself and its products or services in association with the property.

Sponsor ID

Visual and audio recognition of sponsor in property's publications and advertising; public-address and on-air broadcast mentions.

Sponsorship

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The relationship between a sponsor and a property, in which the sponsor pays a cash or in-kind fee in return for access to the commercial potential associated with the property.

Sponsorship Agency

A firm that specializes in advising on managing, brokering or organizing sponsored properties. Either the sponsor or property may employ the agency.

Sponsorship Fee

Payment made by a sponsor to a property.

Sports Marketing

Promotional strategy linking a company to sports (sponsorship of competitions, teams, leagues, etc.).

Supplier

Official provider of goods or services in exchange for designated recognition. This level is below official sponsor, and the benefits provided are limited accordingly.

Title Sponsor

The sponsor that has its name incorporated into the name of the sponsored property.

Venue Marketing

Promotional strategy linking a sponsor to a physical site (sponsorship of stadiums, arenas, auditoriums, amphitheaters, racetracks, fairgrounds, etc.)

Web Sponsorship

The purchase (in cash or trade) of the right to utilize the commercial potential associated with a site on the World Wide Web, including integrated relationship building and branding.

MOTION carried.

WATER/SEWER DEPARTMENT:

32. Sewer Extension Request, 22 Mile Road west of Card Road, Trinity Management, Petitioner.

David Koss, Water/Sewer Superintendent, reviewed the request and stated his recommendation to proceed with the extension.

Public Portion: None

MOTION by MEERSCHAERT seconded by OLIVER to grant the request of the Sewer Extension for 22 Mile Road west of Card Road; Trinity Management, Petitioner.

MOTION carried.

33. Approval of Easement Encroachment Agreement; Douglas P. & Cheryl L. Massey, 48493 Lorenzo, Macomb, MI 48044, Lot 140 in the Rose Pointe Subdivision.

David Koss, Water/Sewer Superintendent, stated this was an agreement for a concrete walk and retainer wall and was recommending approval. Mr. Koss also stated that the petitioner understands and accepts the conditions of this agreement.

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Public Portion: None

MOTION by DUNN seconded by MEERSCHAERT to grant an Easement Encroachment Agreement for a concrete walk and retainer wall for Lot #140; 48493 Lorenzo within the Rose Pointe Subdivision.

MOTION carried.

34. Approval of Michigan Public Water Supply Annual Fees, MDEQ.

David Koss, Water/Sewer Superintendent, reviewed the request and stated the fee's are based upon population and still meet that criteria with water.

Public Portion: None

MOTION by OLIVER seconded by MEERSCHAERT to approve the Michigan Public Water Supply Annual Fees (MDEQ) Michigan Department of Environmental Quality for the total amount of six thousand two hundred five dollars and 43/100 (\$6,205.43).

MOTION carried.

35. Approval of Operating Agreement for Middle Clinton River Watershed Group.

David Koss, Water/Sewer Superintendent, reviewed the request and stated that the Township's corporation with the National Pollutant Discharge Elimination System Phase II is required by the Clean Water Act.

Supervisor BRENNAN stated his recommendation to approve the agreement to work in conjunction with three local communities.

Public Portion: None

MOTION by DUNN seconded by SNAY to approve the Operating Agreement, MCRWG (Middle Clinton River Watershed Group) and authorize the Township Supervisor to sign the agreement.

MOTION carried.

36. Easement Request from Detroit Edison for Right-of-Way at Civic Center Development.

David Koss, Water/Sewer Superintendent, stated that the request had been reviewed by the Water/Sewer Department and Spalding DeDecker and were recommending approval.

Public Portion: None

MOTION by SNAY seconded by MALBURG to grant the Easement Request from Detroit Edison for Right-of-Way at the Civic Center Development and authorize the Township Supervisor to sign the agreement.

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MOTION carried.

37. Easement Request from Ameritech for services at Civic Center Development.

David Koss, Water/Sewer Superintendent, stated that the request had been reviewed by the Water/Sewer Department and Spalding DeDecker and were recommending approval.

Board discussion was held regarding the taking of a new path for Ameritech services and the benefits of doing so.

Public Portion: None

MOTION by SNAY seconded by MALBURG to grant the Easement Request from Ameritech for Services at the Civic Center Development and authorize the Township Supervisor to sign the agreement.

MOTION carried.

37a. Request to Purchase Snowplow.

David Koss, Water/Sewer Superintendent, reviewed the request and stated his recommendation to purchase the plow from the lowest bidder; Knapheide Truck Equipment.

Public Portion: None

Board discussion was held regarding the areas of the Township to be plowed and the integrity of the recommended vendors reputation.

MOTION by DUNN seconded by SNAY to award the purchase of a Snowplow to Knapheide Truck Equipment for the total cost of three thousand fifty two dollars and 00/100 (\$3,052.00).

MOTION carried.

37b. Request for Temporary Cement Batch Plant located in the Winding Creek Subdivision; John Carlo Incorporated, Petitioner.

David Koss, Water/Sewer Superintendent, reviewed the request and stated his recommendation to approve as requested.

Public Portion: None

MOTION by MALBURG seconded by MEERSCHAERT to approve the Temporary Cement Batch Plant located within the Winding Creek Subdivision to John Carlo Incorporated for a period beginning November 15th, 2001 and to expire December 31st, 2001, contingent upon the posting of the required cash bond and meter deposit with the Water/Sewer Department.

MOTION carried.

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38. Approval of Purchase Requisition:
- a. Spartan Specialties Ltd.
 - b. SLC Meter Service

David Koss/Water Sewer Superintendent, reviewed the purchase requisitions and stated his recommendation to approve.

Public Portion: None

MOTION by DUNN seconded by OLIVER to authorize the payment of the purchase requisition to Spartan Specialties Ltd. for the total amount of seven thousand three hundred dollars and 00/100 (\$7,300.00).

MOTION carried.

MOTION by DUNN seconded by MEERSCHAERT to authorize the payment of the purchase requisition to SLC Meter Service Inc. for the total amount of forty eight thousand three hundred sixty eight dollars and 20/100 (\$48,368.20).

MOTION carried.

BOARD COMMENTS:

39. Supervisor's Comments

None

40. Clerk's Comments

None

41. Treasurer's Comments

- 41a. Request for Temporary part time help.

Treasurer MALBURG reviewed the request and stated her recommendation to hire Virginia Grzadzinski, a recently retired employee of the Treasury Department for a period of 90 days.

Board discussion was held regarding the rate of pay for the temporary position.

Public Portion: None

MOTION by MEERSCHAERT seconded by DUNN to grant the request to hire Virginia Grzadzinski for Temporary Part Time help for the Tax Season for the rate of the most recent temporary service rate of pay.

MOTION carried.

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41b. Request authorization to pay Tax Bill printing.

Treasurer MALBURG reviewed the request.

MOTION by MEERSCHAERT seconded by SNAY to authorize the payment of the printing of tax bills to Matrix Printing for the total cost of seven thousand nine hundred thirty six dollars and 76/100 (\$7,936.76).

MOTION carried.

41c. Change is Dog Licensing.

Treasurer MALBURG informed the Board that a letter had been received from the Macomb County Animal Shelter informing that Dog License procedures will be changing for the upcoming year and that municipalities would no longer actually issue the Dog License's but would continue to supply applications.

Informational Only

42. Trustee's Comments

None

EXECUTIVE SESSION:

43. Grand Sakwa v Macomb Township (Tabled from the meeting of October 24, 2001).

Tabled

ADJOURNMENT

MOTION by MEERSCHAERT seconded by OLIVER to adjourn the meeting at 8:53 P.M.

MOTION carried.

John D. Brennan, Supervisor

Norm J. Snay, Clerk

Eva M. Mayer, Recording Secretary

EMM